

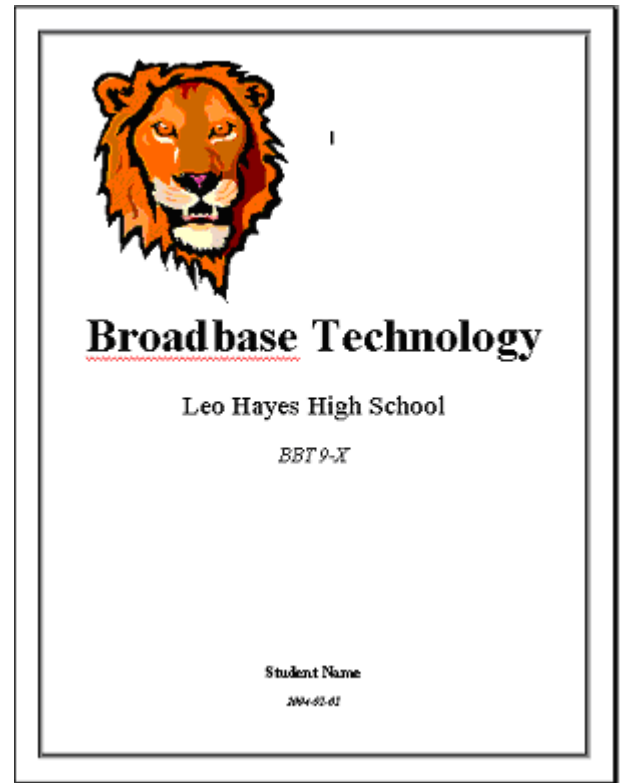
Activity 2

Cover Page

Design a Cover Page in the format shown below.

Directions

1. Create a new Microsoft Word document.
2. Save the document as: **Cover Page** in your documents folder
3. Insert a page border of your choice.
 - click the **Format** menu
 - select: **Borders and Shading...**
 - click the **Page Border** tab
 - select a **Setting and Style** for your border apply the border to: **This section - First page only**
 - click the **OK** button
4. Insert a clipart of your choice in the upper left corner of the page.
5. Edit the clipart.
 - click once on the image
 - click the **Text Wrapping** button in the **Picture** toolbar
 - select: **Square**
 - click the **Format Picture** button
 - click the **Size** tab
 - adjust the **Height** so it is between 1" and 2"
 - click the **OK** button
6. Create the first text-box by clicking the Text Box button located on the Drawing toolbar.
7. Re-size the text-box.
 - click once inside the text-box
 - right-click the text-box border
 - select: **Format Text Box...**
 - click the **Size** tab
 - set the **Height** to 2.5" and the **Width** to 7".



- click the OK button
8. Type: Broadbase Technology

Name of your School
BBT 9-X, where X represents the class period

9. Format the text.
- center all text
 - size text as follows
 - Broadbase Technology = 48pt and Bold
 - Leo Hayes High School = 28pt
 - BBT 9-X = 20pt and Italics
 - de-select the text-box
 -
10. Resave the document as **Cover Page**
11. Center the text-box both vertically and horizontally.
- click once inside the text-box
 - right-click the text-box border
 - select: **Format Text Box...**
 - click the **Layout** tab
 - click the **Advanced...** button
 - set the **Horizontal** and **Vertical Alignment** to: **Centered relative to Page**
 - click the **OK** button
 - click the **OK** button
12. Remove the text-box border.
- click once inside the text-box
 - right-click the text-box border
 - select: **Format Text Box...**
 - click the **Colors and Lines** tab
 - set the **Line Colour** to **No Line**
 - click the **OK** button
 - de-select the text-box
13. Create a second text-box.
14. Follow the same procedure as above and do the following:
- text-box size: **Height = 1" Width = 7"**
 - Your Name = **16pt and Bold**
 - Date = **12pt, Bold and Italics**
 - Layout: **Square**

- Position: **Horizontal Alignment = Centered**
- Vertical Absolute position = 8" below Margin
- No border

15. Your finished project should look like the sample posted on the bulletin board.
Resave as **Cover Page**